

## Campus Activities Board Event Form

|           |  |
|-----------|--|
| Event/Act |  |
| Date      |  |
| Time      |  |
| Venue     |  |
| Co-Chair  |  |
| Personnel |  |
| Personnel |  |
| Personnel |  |

|   |  |
|---|--|
| <b>Contracts</b> <span style="float: right;"><i>please sign and date</i></span> |  |
| Requested   |  |
| Received  |  |
| Returned  |  |

|   |  |
|---|--|
| <b>Venue</b> <span style="float: right;"><i>please sign and date</i></span> |  |
| Reserved  |  |

|   |                                     |
|---|-------------------------------------|
| <b>Rider/Specs</b> <span style="float: right;"><i>please sign and date</i></span> |                                     |
| Requested   |                                     |
| Received  |                                     |
| Details   | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

|   |  |
|---|--|
| <b>Sound</b> <span style="float: right;"><i>please sign and date</i></span> |  |
| Provider  |  |
| Contracts   |  |
| Returned  |  |

| <b>Lights</b> |  | <i>please sign and date</i> |
|---------------|--|-----------------------------|
| Provider      |  |                             |
| Contracts     |  |                             |
| Returned      |  |                             |

| <b>Promotion</b> |  | <i>please sign and date</i> |
|------------------|--|-----------------------------|
| Materials        |  |                             |
| Contracts        |  |                             |
| Publicity Begins |  |                             |

| <b>Hospitality</b> |  | <i>please sign and date</i> |
|--------------------|--|-----------------------------|
| Chair              |  |                             |
| Supplies           |  |                             |

| <b>Final Check In</b> |  | <i>please sign and date</i> |
|-----------------------|--|-----------------------------|
| Sent Campus Info      |  |                             |
| Check-In Call         |  |                             |

| <b>Payment</b>  |  | <i>please sign and date</i> |
|-----------------|--|-----------------------------|
| Check picked-up |  |                             |
| Check Delivered |  |                             |

| <b>Accommodations</b> |  | <i>please sign and date</i> |
|-----------------------|--|-----------------------------|
| Hotel                 |  |                             |
| Confirmation No.      |  |                             |
| Telephone             |  |                             |
| Address               |  |                             |
| Address               |  |                             |

| <b>Load-In Info</b> |  | <i>please sign and date</i> |
|---------------------|--|-----------------------------|
| Arrival Time        |  |                             |
| # Crew Requested    |  |                             |
| Telephone           |  |                             |
| Address             |  |                             |
| Personnel           |  |                             |
| Personnel           |  |                             |

|   |  |
|---|--|
| <b>Manager Info</b> <i>please sign and date</i> |  |
| Name  |  |
| Telephone                                       |  |

*This is a general form to track all the details involved in presenting a campus event. Consider it as a "Master List" of things-to-do. There are some items, which will not apply to your programs or your campus. Please feel free to add or delete items with regard to your specific needs. Print it out, modify it, and use it stay organized with your campus programs.*

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